



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection
Ben Brancel, Secretary

TO: Liquefied Petroleum Gas (LPG) Meter Operators

FROM: Bureau of Weights and Measures, Division of Trade and Consumer Protection

SUBJECT: Liquefied Petroleum Gas (LPG) Meter License Application

You need a current annual license for each commercial liquefied petroleum gas meter (LPG) you operate. The license fee is \$60. The meter license expires on November 30th and a separate license is required for each meter. LPG meters are defined as commercial meters used to measure liquefied petroleum gas sold or delivered to a consumer. Licenses cannot be prorated or transferred between operators or meters.

ANNUAL LICENSING

1. For new meters, an initial test report verifying the meter is accurate must be submitted to the department with the license application before a license can be issued for a new meter.
2. Complete and return the signed license application with a check payable to DATCP to the address on the application. Be sure to include all of the requested information on the form. Licenses will not be issued if applications are incomplete. Please take time to ensure the following information is correct:
 - Legal business name registered with the Wisconsin Department of Financial Institutions.
 - Address where the meter (truck) is physically kept. If the meter is not easily located using the address, write specific directions including fire number or the nearest crossroad.
3. Return the application with license fee to the mailing address on page one of the application form.
4. License applications are available on the following website:
http://datcp.wi.gov/Consumer/Weights_and_Measures/License_Applications/index.aspx

METER TEST REQUIREMENTS

1. Operators need to have a Wisconsin licensed Weights and Measures Service Company test meters at least annually (within 12 months of the previous test). For example, if you had your meter tested in June last year, you need to have it tested by the last day of June this year.
2. Wisconsin licensed Weights and Measures Service Companies are listed on the following website:
http://datcp.wi.gov/Consumer/Weights_and_Measures/Service_Company_Information/index.aspx
3. You, or the service company on your behalf, need to send **all** meter test reports to the department within 30 days of the actual test date. If, for instance, you have a meter repaired and you test a meter multiple times in a year, all test reports must be sent to the department within 30 days of each test. We use the postmark or e-mail date to determine the 30 days.
4. If a test finds a meter inaccurate, the meter may not be used until a licensed service company corrects the problem, retests the meter, and delivers a written report to the meter owner/operator verifying the meter is accurate.

(Continued on page 2)

Agriculture generates \$88 billion for Wisconsin

TEST SURCHARGES

- **Overdue annual test surcharge:** An operator who fails to conduct an annual test on a meter within 12 months of the previous test must pay a \$200 surcharge.
- **Late test report surcharge:** An operator must send all Wisconsin licensed Weights and Measures service company meter test reports to the department within 30 days of the test date. Operators that send a test report more than 30 days after the test is completed must pay a \$200 surcharge for late test reporting.
- The department will not issue or renew your license if the surcharge is not paid.
- Additional civil forfeiture penalties may also apply.

You can find a copy of the laws, Wisconsin Administrative Code §§ATCP 92.43 and 92.45 and Wisconsin Statute §98.245 at these links:

http://docs.legis.wisconsin.gov/code/admin_code/atcp/090/92/V/45


http://docs.legis.wisconsin.gov/code/admin_code/atcp/92/V/43

<http://docs.legis.wisconsin.gov/statutes/statutes/98/245>

REINSPECTIONS

A \$150 reinspection fee will be charged for Weights and Measures inspectors re-testing meters that are in violation of the laws. Reinspection fees must be paid in full before the department will issue or renew a license.

If you have questions, contact us at: 608-224-4942 or e-mail: datcpweightsandmeasures@wisconsin.gov

TR-WM-79b (Rev. 12/15) 	Liquefied Petroleum Gas (LPG) Meter Operator License Application for License Year Ending November 30, 2017 Wisconsin Department of Agriculture, Trade and Consumer Protection Division of Trade and Consumer Protection PO Box 8911 Madison, WI 53708-8911 (608) 224-4942	FOR OFFICE USE ONLY <div style="border: 1px solid black; padding: 2px; text-align: center; font-weight: bold;">LPG</div> DATE ISSUED: LICENSE NUMBER CURRENTLY EXPIRES: NOVEMBER 30, ACCT 10000-13400-1150014300-4600000-14313 <small>Sec. 98.245 Wis. Stats. Sec. ATCP 92.43 WIS. Adm. Code</small>
State of Formation:		
Check One:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Cooperative <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Trust <input type="checkbox"/> LLP <input type="checkbox"/> Other:	
Legal Name of Business Entity:		
Trade Name (If Different from Legal Name):		
PRIMARY BUSINESS LOCATION:		
Street Address:		
City, State, Zip:		County:
Phone:	Fax:	E-mail:
MAILING ADDRESS:		
Name of Contact Person:		
Street Address:		
City, State, Zip:		County:
Phone:	Fax:	E-mail:
LICENSE FEE CALCULATOR:		
\$	\$60.00 for the each meter's annual license (fee is not prorated for partial license years).	
\$	\$200.00 surcharge (if operated without a license during the previous 12 months)	
\$	Total License Fees	
REMIT PAYMENT:		
Make check payable to WDATCP and return with this completed and signed form and test report to: Wisconsin Department of Agriculture, Trade and Consumer Protection Box 93479 Milwaukee, WI 53293-0479		
The undersigned, authorized to act on behalf of the applicant, hereby certifies that this is a true, complete and accurate application, including attachments, for a license pursuant to sec. 98.245(7m), Wis. Stats., and agrees to have the LPG meter tested and inspected annually by a licensed service company in accordance with sec. 98.245(8), Wis. Stats.		
SIGNATURE OF APPLICANT	POSITION/TITLE	DATE
PRINT NAME OF APPLICANT		
Personal information you provide may be used for purposes other than that for which it was originally collected (sec. 15.04(1)(m), Wis. Stats.).		
TURN OVER TO COMPLETE REVERSE SIDE OF APPLICATION		

Liquefied Petroleum Gas Meter Information

Physical address where LPG meter is kept.

Address	City	State	Zip Code	County
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Directions to location where the meter is kept:

Meter make:	Meter model number:		
Meter serial number:	NTEP CC Number*:		
Max rate (gal/min):	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Truck license plate:</td> <td style="width: 50%;">Truck fleet number:</td> </tr> </table>	Truck license plate:	Truck fleet number:
Truck license plate:	Truck fleet number:		
Is this a stationary dispenser?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

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Truck license plate:	Truck fleet number:		
Is this a stationary dispenser?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

* Devices put into use in the state after 1/1/97 must have a CC number. You can locate CC numbers by using the certificate of conformance search on the NCWM website at <http://ncwm.net/certificates> or contact service representatives or manufacturer if you need assistance filling out the CC numbers.

Annual Private Testing Requirement LPG Meter

A person licensed to operate a LPG meter shall have the meter tested for accuracy, at least annually, by a person who is licensed under s. 98.18(1) to perform the test. The meter operator, or the tester on behalf of the meter operator, shall report the results of each test to the department within 30 days after the testing is completed. The operator shall retain a record of each test for at least 3 years. (Section 98.245(8), Wis. Stats.)

Attach a copy of the test report dated within the last 12 months from a Wisconsin licensed service company verifying the meter was accurate. A license will not be issued if the application is not completely filled out, signed, payment enclosed and test report(s) attached.

☐ Test report attached to the application.

Photocopy this page for additional meters